

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 8, 2009

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISION OF THE PROFESSIONAL FAMILY DEVELOPMENT
PLAN, CD-100

DISCUSSION:

In response to the Continuous Quality Improvement Process the Professional Family Development Plan, CD-100, instructions have been revised.

The CD-100 is to be developed with the resource family within the first 30 days of licensure. This plan is to be reviewed at each quarterly visit, annually and at re-licensure when developing a new CD-100 for the renewed licensure period.

The original intent for developing the CD-100 was to streamline and make more concise the STARS Step 11 requirement.

The format of the required information has been restructured on the form and the evaluation and signature sections have been revised to accommodate the 8 times the form is to be reviewed with the family during the 2 year licensure period.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. Review revised Children's Division E-Forms as indicated below.
4. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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PROGRAM MANAGER

Dena Driver
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CHILD WELFARE MANUAL REVISIONS (List or put N/A if not applicable.)
<u>FORMS AND INSTRUCTIONS</u> Professional Family Development Plan, CD-100 Professional Family Development Plan Instructions
REFERENCE DOCUMENTS AND RESOURCES N/A
<u>RELATED STATUTE</u> 210.112 210.542 210.566
ADMINISTRATIVE RULE <u>13 CSR 35-60.030 (5)(B)</u>
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS Parental Resilience, N/A Social Connections, N/A Knowledge of Parenting and Child Development, N/A Concrete Support in Times of Need, N/A Social and Emotional Competence of Children, N/A
FACES REQUIREMENTS N/A